

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152 Fax: (619) 702-9911

www.casd.uscourts.gov

Part Time Court Reporter

Temporary - Not To Exceed One Year and One Day

Vacancy Announcement #06-16

POSITION:	Part Time Court Reporter
CLOSING DATE:	June 16, 2006 or until filled
SALARY RANGE:	Court Reporters Scale below
LOCATION:	San Diego, California

INTRODUCTION: The Clerk's Office is accepting applications for the position of Part Time Court Reporter. As part of the operations section, the Part Time Court Reporter records verbatim all proceedings as directed.

REPRESENTATIVE DUTIES: The Court Reporter is located in the Edward J. Schwartz U.S. Courthouse. The court reporter is required to utilize Computer Aided Transcription (C.A.T.) and real-time proficiency is preferred. Responsibilities include attending and recording verbatim all proceedings as directed by a judge or court or requested by any party who has agreed to pay the fees established by the Judicial Council; reading back all or any portion of the court records; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court all original records and a copy of all transcripts prepared; and covering other courts as needed. The incumbent is responsible for providing and maintaining his or her own computer equipment, telephone, and furniture.

Salary Range:	<u>2006 Pay Rates</u>	<u>F/T Salary Per Annum</u>
	Level 1	\$70,367, plus transcripts
	Level 2	\$73,886, plus transcripts
	Level 3	\$77,404, plus transcripts
	Level 4	\$80,923, plus transcripts
	Level 5	\$84,441, plus transcripts

<u>Minimum Starting Salary:</u>	\$33.83 per hour;	\$36,942.36 annually* plus transcripts
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*Starting salary may be higher based on candidate's certifications and/or years of experience. Annual salary is based on a 21 hour weekly schedule. Additional hours, varying between one to 19 hours a week, may be required and are paid on a "When Actually Employed" (WAE) basis, or with compensatory time off.

Minimum Qualifications (Level 1): To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of 4 years prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying exam.

For pay levels above Level 1, the candidate must meet the qualifications in Level 1 and the following:

Level 2: Must either (1) possess a Registered Merit Reporter Certificate from the NCRA, NVRA, or passed an equivalent exam; or (2) have satisfactorily completed ten years of full-time service as a court reporter for a U.S. District Court. Time spent serving in a federal court as contract or per diem reporter may be credited toward this requirement.

Level 3: Must either (1) possess a Registered Merit Reporter Certificate and have ten years of full-time court reporting experience as a court reporter for a U.S. District Court; or (2) have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

Level 4: Must either (1) possess a Registered Merit Reporter Certificate from the NCRA, NVRA, or passed an equivalent exam and have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam; or (2) have satisfactorily completed ten years of full-time service as a court reporter for a U.S. District Court and have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

Level 5: Possess all the requirements in Levels 1- 4 above.

Personal Characteristics: The successful candidate should be mature, extremely flexible with regards to schedule, responsible, and poised. You should possess tact, good judgment, initiative, and dynamic people skills.

Incentive/Benefits: Benefits include 13-26 days of annual leave, 13 days of sick leave, 12 paid holidays per year, a flexible work schedule, retirement which includes a matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (health, life, disability, and long-term care). This position comes with office space.

APPLICATION PROCESS: Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, copies of certifications, and three references that may be contacted. All application materials should be sent to:

**W. Samuel Hamrick, Jr.
Clerk of Court
Attn: Human Resources
880 Front Street, Suite #4290
San Diego, CA 92101**

or E:mailed to:

casd_hr@casd.uscourts.gov

or Faxed to:

619/702-9911

Preference will be given to those candidates who submit their application materials by
4:30 p.m., Friday, June 16, 2006.

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers’ license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER